



Townsend Council Meeting Minutes
March 3, 2021 @ 7:00 pm
VIA CONFERENCE CALL

Per the Governor's request, all scheduled meetings will be held via electronic means. Residents will be able to view documents posted to the meeting tab on the Town website at www.townsend.delaware.gov or by joining the meeting via computer.

Those wishing to attend may dial 1(301)715-8592. When directed, provide following meeting ID 82764217575# and then the following password 361631# to enter the meeting.

If you choose to access the meeting online Join the online meeting:

<https://us02web.zoom.us/j/82764217575?pwd=aHI4RDhTZ0xiME1HV0ZOcHRxSHZ3QT09>

I. Call to Order: The meeting was called to order at 7:00 p.m. by Mayor Thomas McDonald.

II. Opening Ceremonies

A. Roll Call:

The following Council and Staff were present with electronic access available for guests: Mayor T. McDonald, Councilman P. Miller, Councilman S. Lobdell, , Councilman J. Mertz, Town Manager A. Mangeri, Town Clerk A. Tantillo, Financial Officer J. Helms, Town Engineer E. Van-Otoo, and Lt. Lloyd, DSP.

Town Attorney Townsend was absent from the meeting, but available by phone.

B. Pledge of Allegiance: Skipped for Electronic Meeting

C. Recognition of Visitors: Present guests were New Castle County Councilman David Carter, Eschalla Clarke, Juanita James-Butcher, and Lorraine Gorman.

D. Announcements: None

III. Additions and Deletions to published Agenda:

1. *Councilman Mertz made a motion to strike the Executive Session from the Agenda, Councilman Miller seconded the motion. (Vote: Dugan- Yea, Lobdell- Yea, Mertz- Yea, Miller- Yea)*
2. *CM Miller added to the Agenda, under the Veterans committee a discussion about HB12, regarding tax exemptions of real property for veterans with 100% disability. Additionally, CM Miller added a discussion regarding a parking lot restoration project at the VFW. CM Dugan made a motion to amend the agenda to include a discussion about HB12, regarding tax exemptions of real property for veterans with 100% disability and a discussion regarding a parking lot restoration project at the VFW. Councilman Miller seconded the motion. (Vote: Dugan- Yea, Lobdell- Yea, Mertz- Yea, Miller- Yea)*

IV. Approval of Minutes

Approval/ Rejection of Council Workshop Minutes from the February 17, 2021 Town Council Workshop Meeting. *CM Miller motioned for the approval of the minutes as presented, CM Mertz seconded the motion. (Vote: Dugan- Yea, Lobdell- Yea, Mertz- Yea, Miller- Yea)*

V. State Police:

1. Lt. Lloyd shared that there were 45 total responses in the Town of Townsend in the month of February. This included two assaults, one criminal mischief, a vehicle theft at Walgreens, a theft in Town, two drug related traffic stops related to marijuana, six

domestic disputes, two property damage crashes, and 14 non-criminal, non-reportable incidents.

2. There were approximately 192 traffic citations issued in and around Townsend.
3. Additionally, as part of their initiative, State Police committed to the 12 hours of extra patrol every two weeks, equating to an additional 24 hours for the month of February. State Police actually conducted 74.5 hours of extra patrols in Townsend, during which 33 traffic stops were conducted.
4. CM Mertz asked Lt. Lloyd what a resident should do if they see fireworks going off? Lt. Lloyd said that residents should call 911 to report the activity and provide as much detail as possible so that if they respond they could investigate and determine what action should take place moving forward.

VI. Mayor's Report

Mayor McDonald shared that he had a Monarch Butterfly proclamation to issue at the next Town Council Meeting.

VII. Reports

A. Town Attorney Fred Townsend III:

TA Townsend was absent from the meeting.

B. Town Engineer Edwin Van-Otoo:

1. An update and discussion on Town projects
 - a. TE Van Otoo shared a project update on the Woods at Hidden Creek. Not a lot of construction is currently happening. Clearing and preparation for basins on the site are ongoing. The project is going as scheduled.
 - b. TVI has ongoing construction which is shortly coming to a close with the homes on Kaitlyn Drive.
2. A report on waste treatment facility costs and funding opportunities.
 - a. TE Van-Otto has a proposal which was sent to TM Mangeri for the wastewater treatment plant feasibility study which is on the agenda. The application for the grant is due on 3/10/21. A resolution is required and a letter to New Castle County of the intent to apply, as part of the application, since we do not currently own our own sewer facility. All pertinent documents were sent to TM Mangeri.
3. CM Mertz asked about the Lifehouse Church project status and TVII and Handler and the status of the punch list. TE Van-Otoo shared that the punch list has been satisfied but there are some ongoing issues with County water in open areas. In terms of project closeout, the stormwater as-builts are being reviewed by TE Van-Otoo. Lifehouse Church needs resolution for the easement areas to be dedicated to the Town. TA Townsend is working on the resolution to close that out. TE Van-Otoo is aware of outstanding items before the final closeout. TM Mangeri shared that the CO falls under the Town Administration. The sign permits for Lifehouse Church is wrapping up and there is a Kitchen permit which is still under review. TC Tantillo confirmed that the final approval letter has been sent for the sign permit.

C. Town Manager Anthony S. Mangeri:

1. Status update on the COVID-19 pandemic.

a. TM Mangeri made Council aware that he has been in communication with the Governor's Office as the Department of Health has not been providing specific COVID-19 Data to include deaths in the Townsend area, as they feel that Townsend is under 2,500 people, thus causing a problem with confidentiality. TM Mangeri pointed out to the Governor's office that Townsend has not been under 2,500 people since 2017/ 2018. According to the Delaware Consortium we are closer to 2,700 people and TM Mangeri requested they please provide the Town data relevant to our area. They are however, providing zip code level and at the zip code level, we are still between 17% and 20% positivity rate. Cases per day have scattered anywhere between 3 and 13 cases on any given day within the 15-day period. An area of concern to be pointed out, is that 11 fatalities were reported in the zip code. TM Mangeri asked the Governor's Office why 11 cases were suddenly reported, and they responded that cases 0-10 were not reported immediately, due to confidentiality concerns. These numbers reflect deaths since the beginning of the pandemic.

b. COVID is still a concern. The variants have begun working their way to Delaware. The state has been working hard at inoculations and the second shot clinics are going well. Additionally, the Town is continuing to publish pop-up testing sites. TC Tantillo and TM Mangeri shared details on Pop-Up Testing sites around Townsend in the coming days. TM Mangeri shared that vaccinations are still subjective until enough vaccines are available to move into the next phase. Residents are encouraged to check the website and register for the vaccine. Additionally, the Johnson and Johnson vaccine has been approved and the vaccination had value in controlling the severity of impact of the effects of COVID.

2. An announcement of the Solicitation of Candidates for the three Council Seats available to be filled.

a. TC Tantillo shared that the Town of Townsend Board of Elections met and decided that there are three Council seats available for the 2021 election. The solicitation of candidates notice went out at the end of February and candidate packets began distribution on Monday, March 1st and are due back to Town Hall by April 1st. The Election is scheduled for May 1st. Information will be forthcoming, once the number of candidates is known and TC Tantillo is available for any questions regarding the election.

3. A report on Town Administrative Activities.

a. TM Mangeri shared that he would like to begin providing information on administrative activities in Town, as it would be useful for Council to be aware of. The numbers are general in nature. Since December, Business Licenses, Contractors Licenses, and Rental renewals have been processed. Business and Rental renewals are due annually. Between January and February, there have been 17 Business Licenses, 33 Contractors Licenses, and 20 Rental Licenses issued.

- b. There have also been three permits issued each in January and February. There are also 19 inspections which were completed during January and 14 inspections during February. Averaging 12-15 permits processed and in receive each month. Inspections are completed twice a week.
 - c. Town administration has also worked to apply for grants. The Town has been notified that two grants were not approved for. But TM Mangeri is happy that the Town was able to apply.
 - d. TM Mangeri and TE Van-Otoo have also begun to review the Town's ability to apply for rural USDA money. Unfortunately, it seems that the Town will not qualify, because the per household income rate exceeds the minimum for eligibility under USDA. The Town is looking for other funding sources.
 - e. TM Mangeri discussed the Resolution to approve an application for a DNREC Wastewater Matching Planning Grant. The application requires Council approval as there is a matching requirement. The resolution has been shared to Council and will be discussed under Public Works. TE Van-Otoo clarified that this is a 50/50 match. This will be used to fund a feasibility study for a wastewater treatment facility.
- 4. A discussion on House Bill 11, regarding the local services function of New Castle County.
 - a. Governor Carney has signed HB 11, and this has been shared with Council. The Town has already seen the impact of this bill, as it has affected the Local Service Functions. This is the amount of money the Town is awarded from the County taxes for services provided by the local government. This is how County taxes than if individuals resided in the unincorporated area. The issues that have been seen is that a working group has been created to decide what is or is not reimbursable. For example, Fire Company impact fees not eligible as it does not come from taxes. This will impact FY 2023 and the Town has already had to apply and provide general information for 2023, although the Town Budget has not been approved for 2022. TM Mangeri advises Council to be aware of this, as it does impact a portion of the way the Town does business and how items are budgeted so proper credit is applied to residents in Town and their taxes.
 - b. Mayor McDonald asked if we would need to change how we budget. TM Mangeri shared that this may have that impact. CM Miller asked if Towns had a right, outlined in the bill to challenge the bill. TM Mangeri shared that he was concerned about this as well and the Town does not have the ability to challenge, as the working group has the right to make the decisions. TM Mangeri clarified that there is no legal method or administrative way to challenge the law. Councilman Carter shared that taxation laws granted to the General Assembly are different from these laws and shared that consultation with TA Townsend would be best to understand how to best address this.
- 5. **ACTION ITEM:** Report on the status of the Town's Grasshopper and possible vote to repair or replace the Grasshopper mower with new equipment, available through the Delaware State Contract.

- a. TM Mangeri shared that this item was previously discussed at the last Council Workshop meeting. The Town's Grasshopper has served the Town well and the maintenance fees to repair the Grasshopper is about \$2,500, give or take, to replace one of the hydraulic pumps. This does not mean that once this is replaced, other items would need to be replaced or not. The Grasshopper has been costing the Town around \$1,500- \$2,500 in repairs per year.
- b. TM Mangeri looked under state contract for operating equipment. Found under state contract, Atlantic Tractor. They provided a quote to TM Mangeri for a John Deere Tractor Z950M Z Track, with a 72-inch deck, no flat tires of approximately \$10,867 on state contract. The spec was provided to Council.
- c. TM Mangeri is requesting Council's approval to purchase. Additionally, as this exceeds \$10,000, the Town would typically go out to bid for this purchase, but since this on state contract, the Town has traditionally accepted this as bided as state contract is supposed to be the lowest bid available. This does not include a maintenance plan, but the Town has been advised that maintenance should be minimal in the first 5 years. The oil should be changed every 100 hours. The service contract would be an additional \$1,500.
- d. Mayor McDonald shared that there is no place to store this. Putting it in a Con-Ex box may cause damage. The Town is in need of a Pole Barn to store this equipment. Additionally, the Grasshopper had one hydraulic pump fail, so the second one is likely to fail soon. The Town is in need of a new lawn mower, the concern is storage. Mayor McDonald would like Council to move on establishing a maintenance facility for storage. CM Miller shared his agreement with proper storage. CM Miller asked what the depreciation would be. FO Helms shared that seven to ten years is the typical time of depreciation. CM Miller pointed out that the current Grasshopper served the Town for 12-13 years. He also shared that the lawns need to be cut, so this equipment is necessary. He agrees that an aggressive maintenance program is necessary for the Town, to ensure equipment gets fixed in a timely fashion.
- e. TM Mangeri shared that he has spoken with CM Dugan for cost effective ways to add maintenance bays, as CM Dugan has a background in this area. The Town is working to reasonably move forward with this maintenance program. CM Miller asked how soon a report on potential maintenance pole barns cost could be prepared? CM Dugan shared that a modular building would not be effective or efficient for this, but a pole building would be more effective, with future add ones to effectively create use of a pole barn. CM Dugan shared that a report on this should be forthcoming. Mayor McDonald would like a place to store all Town equipment.
- f. TM Mangeri shared that in the past year, land has been purchased to place these items. Additionally, beginning in April without a tractor mower would not be efficient. TM Mangeri shared that the original price of the mower

was \$14,100 and the state discount is \$10,867.01. Using the state contract would add value in this case.

- g. CM Lobdell shared that spring is fast approaching and a pole barn would likely not be able to be built before the start of spring. Would the Town be able to store this efficiently? CM Mertz also asked if the Grasshopper is better or worse than the John Deere and could the Town afford to wait to build a pole barn before buying the John Deere. TM Mangeri shared that the new John Deere would work better, and the Grasshopper would need repairs. Additionally, the size of the two machines is the same, but the efficiency of the John Deere is superior, as operating efficiency and cost per hour and gas efficiency and the John Deere has a true zero turn, with the mower below the driver, making it more efficient.
- h. As far as waiting for a pole barn, the permits for this construction could take three to six months, which would be outside of the grass cutting season. CM Dugan shared that it may take some time, but there is a need for this equipment at this current time.
- i. Mayor McDonald asked if a motion was needed to get rid of the Grasshopper. TM Mangeri shared that a motion was not needed as the equipment was outside of its life. Pending the decision, TM Mangeri will advertise for the sale of parts of the Grasshopper to potentially get revenue for the Town, if available. CM Miller asked where this could be stored in the old Town Hall? TM Mangeri shared that there is no entry to the old Town Hall to store this.
- j. *CM Mertz made a motion to end discussion and approve the purchase of the John Deere mower. CM Lobdell seconded the motion. (Vote: Dugan- yea, Lobdell- yea, Mertz- yea, Miller- yea)*

6. **ACTION ITEM:** Discussion on purchase of new Maintenance and Town Administrative Vehicles to replace aging vehicles through either the Delaware State Contract or Sourcewell.

- a. TM Mangeri shared that Council had requested replacement of the Town's maintenance vehicle. TM Mangeri now has three bids from Sourcewell and has been contacted by another state vendor to offer another bid. TM Mangeri will review the bids and information regarding the vehicles and will present the information to Council at a later date. The range of vehicles is from \$35,000- \$45,000 to replace the vehicle. The current vehicle is 12 years old. TM Mangeri would like to maintain the current maintenance vehicle for plowing and backup as it has no street value, and the new vehicle will become the primary maintenance vehicle.
- b. TM Mangeri wanted to share this information with Council to prepare them for the future discussion. He also informed Council that these quotes are not for loaded vehicles but are for a 2500 super duty 4 wheel drive. He is also holding this discussion as he has requested information about bids for light and plow packages as well.

- c. Mayor McDonald added that Council should be considering what needs to be done to create a maintenance yard with vehicles, equipment, and personnel for long term considerations. TM Mangeri shared about the importance of considering this for the future.
 - d. TM Mangeri discussed that the current part time maintenance worker is not available to return for a few months. CM Miller and TM Mangeri spoke with him and appreciate his service. TM Mangeri will begin the process of advertising to fill the position, as necessary.
- 7. An update on the status of MS Development and the turnover of parcels to the Town
 - a. TM Mangeri has reached out to MS Development. They are in the process of completing the legal descriptions of the parcels to be dedicated. They ran into a small hiccup in that the ponds and open common areas share a parcel number. Therefore, the open space cannot be accepted until the ponds can be fixed. TM Mangeri is working through discussions on how to move forward with this. However, on a positive note, the roads, sidewalks, and curb legal descriptions are being finalized. Once finalized, they will come to Council for dedication.
 - b. CM Mertz asked about the timeframe for the dedication of the roads. TM Mangeri shared that Council should expect this by June. Regarding the other areas including the open space and the ponds, they are unsure. TM Mangeri is consulting with Mr. Van-Otoo and MS Development for a meeting to determine what is needed. Since they were previously inspected, the Town has an idea, but the Town wants to see how to most efficiently turn this over.
 - c. TE Van-Otoo shared that the legal descriptions should be turned over within the next week. Concerning the condition of the ponds, TE Van-Otoo shared that the pond on Collins Ct. was in better condition than the Myers Ct. pond. The biggest hurdle at this point, is determining what to do.
 - d. CM Mertz asked if financials were discussed. TM Mangeri shared they were discussed for the engineering costs. As far as repairs and restoration, it has not been discussed. However, the ponds must be repaired before being turned over to the Town.
- 8. An update on CARES
 - a. TM Mangeri shared that he received a quote. The computer in the Mayor's office and the Administrative Suite computer are in need of replacement. Since CARES funds are available, TM Mangeri would like to replace the computer in the Administrative Office. TM Mangeri received a quote to replace at \$980, which is in his spending limit. TM Mangeri would like to advise Council that he would like to replace the desktop with a docking station and will seek CARES reimbursement, to allow the Administrative Assistant to work remotely. The Administrative Assistant's current workstation will be moved to the Mayor's office and the Mayor's desktop will be retired.

VIII. Committee Reports

A. Finance: Chair Mayor Thomas McDonald - Co-Chair CM Edgar Dugan

- a. Review and possible discussion on the January 2021 Budget vs. Actual Report.
 - i. Mayor McDonald shared that FO Helms shared the January 2021 Budget vs. Actual Report. Mayor McDonald shared that items are down in places to be expected. CM Mertz asked if revenues are down significantly, but spending is down even more significantly? FO Helms shared that due to COVID, the Town lost revenue due to not renting the Pavilion, not holding the Town Fair, police revenues from tickets were also down. Regarding expenditures, Park Maintenance did decrease, but compared to last year, the Town also used a lawn service and Artesian Water service, that the Town no longer uses. Additionally, a uniform service was also used in the past that is no longer in use, thus further reducing expenses.

B. Human Resources: Chair CM Patrick Miller

CM Miller shared that he and TM Mangeri are working on TM Mangeri's Annual Performance Review.

C. Public Works: Chair CM Edgar Dugan - Co-Chair CM Scott Lobdell

- a. CM Dugan shared that CM Lobdell would present regarding the sidewalk. CM Dugan also asked TM Mangeri and TE Van-Otoo if the Town could apply for any grants or matching grants to photograph the Town's storm drains on non-state streets, to request copies of state stormwater drains. TE Van-Otoo shared that another grant is available, and Council had discussed it in the past. This came to a standstill in the past and if the Council would like to pursue it, they can. TE Van-Otoo has discussed these additional grant opportunities with grant coordinators in the past and other municipalities have used funds for these purposes in the past. TM Mangeri shared that the Town has applied twice in the past three years and have been unsuccessful, but the Town is eager to pursue additional funding sources. This is why TM Mangeri and TE Van-Otoo are eager to look into USDA Rural Grant Funding and are looking more aggressively at these grant opportunities. TE Van-Otoo shared that there are TAP grants also available and TE Van-Otoo and TM Mangeri are aggressively pursuing grants.
- b. **ACTION ITEM:** A discussion on possible sidewalk installation at TVII, along Ginn Street and possible vote to secure bids for this project.
 - i. CM Lobdell shared that there is an issue in TVII, driving from Town Hall into TVII, into the entrance of TVII, along Ginn St., there is an area along Ginn St., without sidewalk. A sidewalk was put in on the side street and ends at the last house. The issue is that the Town would like to promote walkability and residents do not have a sidewalk to walk along at the entrance at Ginn St. and would have to cross over the street. With cars parked on both sides of the road, having to cross over the street and children walking in this area, it can be dangerous. Town Administration, Council members, and the HOA looked into this issue to try and come to a solution. The TVII HOA was able to secure funding for the remainder of the sidewalk. This would allow

pedestrians to stay off the roadway without the need to cross the road twice.

- ii. TM Mangeri shared that the HOA worked with Representative Spiegelman to secure funding. The issue is that the HOA cannot receive the funds directly, so the Town would act as the third party to receive the grant funds and administer. TM Mangeri has asked TE Van-Otoo the costs associated with the project and TM Mangeri would like a grant award letter from Representative Spiegelman. TM Mangeri has also reviewed this area with TE Van-Otoo and found that the Army Corp of Engineers had already issued a permit to out a sidewalk there, but it was never acted upon by the developer. The permissions from the Army Corp of Engineers are already there, as long as the sidewalk is not in certain areas. TM Mangeri discussed the costs with Representative Spiegelman. TE Van-Otoo has reached out to two contractors and TM Mangeri has reached out to Handler Developers to get a quote from their subcontractor, since they are aware of the previously installed sidewalks. The quotes have been shared with Council. The cost would be around \$16,000 with an additional \$7,500 for engineering costs. The next steps pending Council approval of the Town being the third party would be to contact Representative Spiegelman and Senator Ennis to present the bids and attempting to secure full funding. The bids were two around \$16,000 and a third bid was around \$30,000.
- iii. TE Van-Otoo shared that the engineering costs are to ensure work is being completed in line with guidelines and to provide oversight, but the engineering costs could be less than estimated, to be determined.
- iv. CM Mertz shared that TVII West has no way to walk into Town. He shared concerns and frustration over lack of walkability of TVII West to the main portion of Town. He expressed concerns that funding has been offered for Ginn St., but not for walkability of TVII West.
- v. Mayor McDonald shared that the item on the table was for the possibility of a sidewalk along Ginn St. He also shared that adding paths along Wiggins Mill raises concerns about the Right of Way along Wiggins Mill and the state ownership of the road. Additionally, the Town walkability should be visited in the future. The reason why the land along Ginn St. could be considered for a sidewalk without being turned over to the Town, is because the HOA has come to the Town to request this sidewalk.
- vi. Ms. Rojas shared that walkability has been stressed on the Comprehensive Plan. The Ginn St. sidewalk safety is important and the TVII West island issue is also important. She also shared that there is a TVI easement where Wiggins Mill Pond is, for a possible pathway to be developed to the TVI sidewalks, to allow residents to get to the park. Ms. Rojas shared that Councilman Carter had previously offered assistance to connect these two areas.
- vii. CM Lobdell shared that there are safety issues standing out at Ginn St., especially with the absence of a Stop sign at South St. He also shared that the Wiggins Mill connection issue should be visited as well. TM Mangeri

shared that the Town has looked at the TVII West concern has been looked at in the past. One area of concern is the walkability through wetlands. A second area of concern is that some of the properties to connect to the Town more efficiently, are not in the Town limits so connecting may make it difficult. The idea of a recreation path is supported, but the path could not go across the pond on Wiggins Mill Frontage but would need to go off the turn of Wiggins Mill, which is close to a residential property. Doing this would bring the path down to an open area and bring the path down to Edgar Rd. Additionally, the Town continues to look at funding sources to complete this. Connecting TVII East and West has also been looked into, but the railroad in between creates a barrier. A path over the train tracks would need to be at least 25 feet above the railway and would need to be approved by the railway system at multiple levels.

- viii. Tm Mangeri shared that the Town continues to look at the Wiggins Mill issue with Councilman Carter. Additionally, a large issue on Wiggins Mill is the culvert creating issues with high traffic and safety.
- ix. CM Mertz asked if the Town could do this without owning it and does this need to be part of Handler's checklist as they own the land? Additionally, regarding safety, in TVII East, there have been other complaints of safety with cars going in too fast, along South St. CM Mertz wants to know if this is fixing the issue or should we look at alternative solutions.
- x. CM Dugan shared that there are safety concerns around Ginn St., especially for children. Additionally, the Wiggins Mill safety issue is a concern for a safe pathway. CM Dugan has consulted with State Representatives the concerns of the culvert and issues with Wiggins Mill. Additionally, the sidewalk requested along Wiggins Mill would need to be safe and with the current conditions, it could not be, until the other items are addressed. Additional concerns include the wetlands and the unincorporated properties. The State should upgrade the culvert and turn the culvert into a bridge. The concerns about the path along Wiggins Mill are heard and the culvert needs to be addressed.
- xi. Councilman Carter recommends that Council request a workshop with WILMAPCO to address concerns related to multimodal needs for transportation. They can then make recommendations and work the recommendations into the TIP, the Traffic Improvement Program funding, which would need to go through a metropolitan planning agency. They can provide ideas and make recommendations. Councilman Carter would support this and is working on access to Wiggins Mill Park, which would not be feasible without paths to get to the park. Additionally, they work with DelDOT to assist with issues.
- xii. TM Mangeri shared that he is passionate about this and this issue has been on his agenda since he began. He also shared that he had found out that the culvert had not been inspected for quite some time. There has been some push back on widening the culvert. TM Mangeri also shared that there are sensitivities with putting a path through the wetlands and

concerns with lighting and safety in the area. Another path option would need to go around private property. This

- xiii. TE Van-Otoo shared that he has contacted DelDOT in the past regarding the culvert and they issued the Town a report. One report is dated 2015 and the latest report is dated 2019. Culverts should be inspected every two years and the Wiggins Mill culvert is due for another inspection in 2021. Additionally, TE Van-Otoo ensured Council that the culvert is safe, based on the report. The heavy traffic loads may be of concern because the structure was not made to address the traffic concerns.
 - xiv. Ms. Rojas asked if a weight limit could be put onto the Wiggins Mill.
 - xv. Councilman Carter also recommended the Town request a meeting with the new DelDOT secretary to express the concerns to express the concerns and invite Councilman Carter and other Councilmen. Mayor McDonald requested TM Mangeri set up a meeting.
 - xvi. CM Miller shared that he recommends the individuals who live in TVII West, begin a letter writing campaign to gain support for the connectivity of TVII West.
 - xvii. *CM Lobdell made a motion to give permission to TM Mangeri to procure the funding source from Representative Spiegelman and Senator Ennis with a letter of available funds, act as the third party, to implement the sidewalk on Ginn St. and to pursue the lowest bidder with the subcontractor for Handler Homes if the funding is secured and initiate the work as appropriate with the Town Engineer. CM Dugan seconded the motion. CM Mertz asked for clarification of the motion. TM Mangeri clarified that since the project is under \$50,000, it is not required to go out to bid and phone quotes are sufficient and have been obtained.*
 - xviii. *CM Mertz made a motion to amend the motion. To have two separate votes. The first vote for a motion for TM Mangeri to receive funding paperwork that 100% of the work would be covered by the State, including engineering fees. The second motion is to approve the work to be completed, pending the approval of the 100% funding. No second on the motion, the motion died.*
 - xix. *The first motion was reinstated to grant TM Mangeri permission to secure a letter of funding from the state, to identify the funding availability and confirm before moving forward, to work with the lowest bidder, Handler's subcontractor Tricon, from the three phone quotes, and to initiate the work with the Town Engineer's oversight as appropriate, pending obtaining the funding. CM Dugan seconded the motion. (Vote: Dugan- yea, Lobdell- yea, Mertz- abstain, Miller- nay).*
 - xx. *TM Mangeri consulted with TA Townsend to determine the outcome of the vote. As the majority of votes were yea, the minority of the vote was one nay and one abstention, the motion passed, and this does not count as a tie.*
- c. **ACTION ITEM:** A discussion and possible vote on Resolution 2021-001, A Resolution to approve an application for a DNREC Wastewater Matching Planning Grant.

- i. TM Mangeri shared that there is a Resolution to approve an application for a DNREC Wastewater Matching Planning Grant. The purpose of this is for Council to be aware of the matching requirement of the grant. Additionally, the application is due on March 10th. TE Van-Otoo shared that he is requesting \$50,000 for the application to complete the feasibility study of the wastewater treatment facility.
- ii. TM Mangeri provided a reading of Resolution 2021-001, A Resolution to approve an application for a DNREC Wastewater Matching Planning Grant
- iii. CM Lobdell clarified is a vote on a resolution would be a vote to authorize the expense of \$25,000 of the estimated \$50,000 for the matching grant. TM Mangeri clarified that this resolution is deliberately for applying for the grant. Additionally, the cost of the application itself to prepare the application is up to \$5,900, the fees associated with this are for TE Van-Otoo who is the Town Engineer, so these fees do not need to be included in the resolution, unless Council decides.
- iv. Mayor McDonald shared that this could add a revenue stream to the Town. CM Lobdell also shared that the Town is coming up on the end of the agreement with the county. TE Van-Otoo shared that that agreement will end in 2026.
- v. *CM Mertz made a motion to vote on the resolution, as written. CM Lobdell seconded the motion. (Vote: Dugan- yea, Lobdell- yea, Mertz- nay, Miller- yea). Motion passed; resolution approved.*
- vi. TE Van-Otoo shared that in addition to the resolution, a letter must be prepared to inform DNREC of the Town's pursuit of the grant, to go along with the application. TM Mangeri will work with TE Van-Otoo to prepare the letter.

D. Land Use & Development: Chair CM Scott Lobdell - Co-Chair CM Edgar Dugan

- a. An update on the 2020 Comprehensive Plan.
 - i. CM Lobdell shared that the maps were the last items that needed to be completed.
 - ii. TM Mangeri shared that the information has been shared with TE Van-Otoo. They have been in touch with the University of Delaware contact for the Office of Statewide Planning Coordination. They have offered to assist, and the details are doing worked out. TM Mangeri has requested the maps sets be sent to TE Van-Otoo in GIS format so the meta data and layers could be developed for a GIS system.
- b. An update on the Zoning Code recommendations for change, from the Planning Commission.
 - i. CM Lobdell shared that the Planning Commission had some minor revisions for the Town's Zoning Code. Ms. Sheryl Rojas shared that CM Lobdell has assisted her with identifying revisions to the Zoning Code. These revisions are going to be shared with the Planning Commission members for a final review, with the revisions on the Planning Commission on March 10th.

- ii. CM Lobdell also clarified that once the Planning Commission reviews the changes to the code, an advertisement would be necessary for a public hearing for the revisions. Once approval is provided from the Planning Commission and recommendations are made to Council, a public hearing could be held by the Council for discussion of the changes.
- E. Veterans Committee: Chair CM Patrick Miller - Co-Chair CM Mertz
 - a. A discussion on the details of the VFW Medal of Honor Ceremony.
 - i. CM Miller shared that the VFW Medal of Honor Ceremony will be invitation only, and will be held on Thursday, March 25th at 11 am, with guest speakers and light refreshments. There will also be a Zoom link for the event, to be shared once received.
 - b. A discussion about HB12, regarding tax exemptions of real property for veterans with 100% disability.
 - i. CM Miller shared that the DE General Assembly has House Bill 12, co-sponsored by Senator Ennis. This is seeking to amend Titles 9 and 14 of the Delaware Code relating to the exemption of taxation on real property. Any veteran who qualifies, as 100% disabled as determined by the VA and other requirements, as determined by the three counties, would be exempt from school and property taxes, due to 100% disability. CM Miller feels this is important to support and those who do support should contact Senator Ennis and Representative Spiegelman. CM Miller shared that this is important as Veterans sacrificed a lot, including difficulty finding employment and an income.
 - c. A discussion regarding a parking lot restoration project at the VFW.
 - i. CM Miller shared that the VFW is looking to raise \$40,000 to restore the parking lot. There was a septic system below the parking lot, which caused damage. They are looking for donations, if anyone would like to make any, CM Miller is available to share the details of how to donate. Additionally, the VFW contributes a lot to the community, donations are encouraged.
- F. Public Safety: Chair CM Patrick Miller - Co-Chair – CM Mertz
 - a. A progress report on the Townsend Neighborhood Watch.
 - i. CM Mertz shared that there was a Neighborhood Watch meeting at the end of February, with some attendance. The main focus was the needs from the community, stressing that the Town was assisting with administering the Neighborhood Watch, including Zoom meetings and training, when needed. CM Merz shared concerns about separating the Neighborhood Watch from the Town, so the Town is not directly responsible for the Neighborhood Watch. The main outcome of the meeting was to establish a list serve and newsletter for the Neighborhood Watch.
 - ii. CM Mertz shared that leaders are needed for the Neighborhood Watch.
 - iii. CM Miller shared that awareness of the Neighborhood Watch needs to continue and encourages residents and Council to encourage their neighbors to join the Neighborhood Watch. Without additional participation, the Neighborhood Watch may not be able to continue. Mayor McDonald suggested handing out flyers to be shared door to door. CM Mertz shared that TC Tantillo has created a flyer and CM Mertz will follow up on the finalization of the flyer.

- iv. Ms. Gorman shared that it may be impactful for each community to utilize their Facebook page to share about the Neighborhood Watch meetings.
- b. CM Miller shared that there is a significant safety issue regarding the sidewalk along Ginn St. As the Chair of the Public Safety Committee, CM Miller shared that this is the first he has heard of the concerns, besides anecdotal information. CM Miller asked if there is a complaint log where this information is stored, and if there is, why has this information not been shared with the appropriate committee members. TM Mangeri shared that there have been no complaints regarding Ginn St. public safety issues. TM Mangeri shared that he had spoken to the HOA who shared that safety concerns were the reason for which they sought funding from Representative Spiegelman. TM Mangeri also shared that information is provided on a regular basis to Council and Committees on trends, patterns, and issues, as they arise. There are very few complaint items shared with Town Hall and as issues arise, they items are acted upon. For example, an issue arose regarding water and the issue was already forwarded to the Town Engineer and Public Works Committee.
- c. Mayor McDonald shared that he has seen safety issues with speeding on Ginn St., living there.
- d. CM Miller stressed the importance of reporting complaints and issues of concerns, to allow Council to recognize trends and patterns and address issues, such are targeting police presence in certain areas. He requested that Council express the importance of reporting issues to Town Hall and if the issue is serious, to report it to State Police. Additionally, if complaints or concerns are not received, Council cannot act on areas of concern.
- e. CM Lobdell shared that often residents go to HOA's with their concerns. CM Lobdell asked if the Town should reach out to the HOA to request that they encourage residents to contact Town Hall with issues of concern or complaints.
- f. CM Mertz shared that he discussed this issue with TC Tantillo. He shared that he would encourage individuals to report areas of concern to Town Hall. Mayor McDonald stressed the importance of reporting complaints to Town Hall. If issues are present, the Town Administration will come to Town Council to share concerns.
- g. TM Mangeri shared that he meets with the HOA's monthly and had spoken with each of the HOA's often in the past week. Additionally, he has brought the issue up to the HOA's that complaints need to be filed with Town Hall. Additionally, to Councilman Miller's point, TM Mangeri does encourage reaching out to State Police and if it is a concern of health and safety. If the issue does not warrant State Police, they will be directed to Town Hall. TM Mangeri shared that he has found that many of the calls received do not come from residents who live in the Town of Townsend, but he still follows through with addressing the issues. TM Mangeri meets with the State Police to address trends and patterns. Additionally, the Town Administration meets every other week or so to address trends, patterns, and issues.
- h. CM Miller seconded what TM Mangeri shared, regarding complaints and encouraging complaints to be redirected to Town Hall.
- i. Ms. Butcher wanted to know if Odessa National was a part of Townsend or not. She also wanted to know if she could participate in the Wildlife contest if she was not in the Town. TM Mangeri shared that there is the incorporated section of Townsend and then the unincorporated area of Townsend, or the postal area of Townsend with a zip code for Townsend. Odessa National is in the unincorporated section, not

in the Town limits, and shares a zip code with Townsend. Ms. Gorman shared that anyone is welcome to participate in the National Wildlife Federation Photo Contest.

G. Community Relations: Chair CM Scott Lobdell - Co-Chair CM Mertz

- a. A discussion about the Town Fair and Events.
 - i. CM Lobdell shared that he met with CM Miller to get information regarding the Town Fair. The approach is to plan for the Fair and parade, as the Fair takes time to plan. COVID will be monitored as the event is planned. CM Lobdell will meet with CM Mertz to review the Town Fair.
- b. CM Lobdell shared that he would like to officially announce not holding the Town Easter Egg Event, due to COVID.
- c. CM Mertz would like to discuss resident events offline with CM Lobdell.
- d. CM Mertz also shared that there is overlap with Committees and would like to know how to address all Committees with shared responsibility. TM Mangeri shared that items are shared with the appropriate Committee and multiple Committees, as needed. Committees are also entitled to have their own public meetings, with their own agenda, advertisement, minutes, etc., following open meeting guidelines. Mayor McDonald also shared that more volunteers can be added to each Committee, such as how Ms. Eschalla Clarke assists with the Veterans Committee.

H. Parks & Recreation: Chair CM Scott Lobdell - Co-Chair CM Patrick Miller

- a. **ACTION ITEM:** A discussion and possible vote on the status of the Town Park and Equipment.
 - i. CM Lobdell shared that he would like to table this discussion for the next Council meeting to have a more informed discussion.
- b. The Town will also obtain the Little Libraries from CM Miller so that they can be posted once COVID and the weather permits.

I. National Wildlife Federation Liaison: CM Mertz

- a. CM Mertz shared that the Town still needs additional points for the National Wildlife Federation. CM Mertz also shared that there are residents who are looking to have an event in public spaces for either Earth Day or April 1st. CM Mertz shared concerns with COVID protocols for events.
- b. Mayor McDonald shared that the Town used to have spring cleanups, where a trash contractor would come and pickup items. Mayor McDonald asked if this is something Council would be interested in beginning again. CM Mertz shared that this would be a great idea and that residents have been attempting to have large items removed but GFL has not picked them up. TC Tantillo shared that residents need to schedule bulk pick-ups with GFL directly, so that GFL can be prepared to collect their large items and ensure that the items are broken down properly. Residents can directly contact GFL or they can contact Town Hall for guidance on how to schedule bulk pickup.
- c. CM Lobdell shared that he utilized GFL's services for bulk pickup and they came out the same day. TC Tantillo reiterated that residents need to schedule these items to be picked up.
- d. CM Lobdell asked if a spring cleanup could be a part of the bid for trash and recycling.

- e. TM Mangeri shared that the contract with GFL is due to expire on June 30th and after discussing with Mayor McDonald and the Public Works Committee, GFL has been notified of the Town's intent to go out to bid. TM Mangeri also shared that he would like to add a spring cleanup to the contract and an organic materials collection for some period of time. Each of these services carry a cost. TM Mangeri and TC Tantillo will meet to discuss and put together an RFP and will have a proposal to Council.
- f. TM Mangeri shared that the Town administration is available to support the events of the National Wildlife Committee.
- g. TM Mangeri also would like to discuss a Town wide shredder event for the Town, in the spring or summer.
- h. CM Mertz asked Ms. Gorman if a butterfly garden needed to be on the Town land or if it could be on private property. Ms. Gorman shared that this could be on private property and would need to be certified in order to receive points.

IX. Citizens Comments & Participation

- 1. Councilman Carter shared that the county is working on settling a lawsuit for the reassessment of properties. This will be revenue neutral for the county. They are using their \$35 million surplus to conduct the reassessment. The Town will have properties reassessed through this.
- 2. Councilman Carter also shared that an Ordinance was passed to direct the expenditures of the expected funds from the American Rescue Act. The Town will likely receive funds from this. The county is using these funds to deal with social equity issues including affordable housing. TM Mangeri and Councilman Carter walked through Town to discuss housing concerns to see if joint projects would be available to build Habitat for Humanity homes.
- 3. Councilman Carter shared that Townsend has spent a little over \$19,000 in CARES funds. Councilman Carter wanted to know if the Town planned on using additional funds. TM Mangeri wanted to know what restrictions were put on the funds. Councilman Carter shared that decisions on these funds need to be decided by the end of March.
- 4. Councilman Carter provided additional information on County activities.
- 5. Mayor McDonald asked Councilman Carter about a House Bill regarding annexation and municipalities.
- 6. TE Van-Otoo shared that the culvert on Wiggins Mill is inspected every four years and the last inspection was in 2015, there is no record of an inspection in 2019, and the next inspection is due in 2023. Councilman Carter encouraged Council to meet with the DelDOT Secretary.

X. Adjournment

Mayor and Council adjourned the meeting 10:01 pm.